GUIDELINES FOR PREPARATION AND SUBMISSION OF ABSTRACTS

AACR Abstract Submission System. Authors must submit abstracts for presentation at the Annual Meeting 2017 using the AACR Abstract Submission System, which will be available at www.AACR.org/AACR2017 beginning September 15, 2016. You can create, modify, and submit abstracts until the November 17, 2016, abstract deadline. Complete instructions on the use of the AACR Abstract Submission System will be provided on the website.

While the Abstract Submission System has been optimized for the current versions of most browsers, Safari version 4.0 or higher is recommended for Mac users and Microsoft Internet Explorer version 8.0 or higher is recommended for Windows users. Users of IE 8.0 or 9.0 must display the submitter in Compatibility View. (From the Command Bar, select Tools, and then select the “Compatibility View settings” option. Enter abstractsonline.com into the window, click the “Add” button, and then click the “Close” button.)

Browsers should be set to enable JavaScript and to accept cookies. Users who need assistance in properly updating and configuring their browsers should contact Abstract Submission Customer Service at 217-398-1792 or support@abstractsonline.com.

Content of Abstracts. Authors who submit abstracts confirm that they have not previously published these data, that they have not previously presented them at a large national annual scientific meeting, and that they are not planning to present or publish them prior to the dates of the AACR Annual Meeting 2017.

Each abstract should contain: (a) an introductory sentence indicating the purposes of the study; (b) a brief description of pertinent experimental procedures; (c) a summary of the new, unpublished data; and (d) a statement of the conclusions.

Authors must accept sole responsibility for the statements in their abstracts. Abstracts should be carefully proofread to avoid errors in the published literature. American spelling should be used throughout; for more information regarding American spelling, please refer to Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, Eighth Edition (Council of Science Editors, 2014).

Copyright Transfer/Abstract Presentation/Sponsor Permission. On behalf of all authors, the corresponding author must:

- Transfer copyright of the abstract to the AACR for publication;
- Confirm that an author will attend the Annual Meeting to present the abstract; and
- Attest that the permission of their AACR member sponsor has been secured prior to initiating an abstract submission.

Abstract Control Number. An Abstract Control Number (e.g., 17-A-1234-AACR) will be assigned to each abstract submitted online and will be listed on all email correspondence regarding the abstract. Please refer to the Abstract Control Number in any abstract communications.

Financial Relationships of Coauthors. Per ACCME regulations, the AACR must collect information on the financial relationships of all meeting presenters and abstract authors. You will be asked to disclose your financial relationships and the financial relationships of all of your coauthors. For more information on financial relationships, visit www.AACR.org/cme.

Sponsor Permission and Information. Each abstract must be sponsored by an AACR member. You must secure the permission of the sponsor before submitting the abstract. For details, see the “Abstract Sponsorship Regulations” on page 28 of this Call for Abstracts.

Length of Abstracts. The combined length of the abstract body, title, and tables may not exceed 2,600 characters, not including spaces and the author string. Tables count for 800 characters against the limit. Submission cannot be completed for abstracts that exceed this limit.

Abstract Category and Subclassification. You must select a category and subclassification for your abstract. See pages 29-32 for details.

Disclosure of Chemical Structures. At the time of abstract submission, the submitting author is required to state whether chemical compounds were used in the scientific work to generate the data in the proffered paper. Chemical compounds are defined as low-molecular-weight (generally <1000 g/mol) organic or inorganic molecules, peptides, or proteins/nucleic acids co-crystallized with low-molecular-weight molecules.

If chemical compounds were used, the corresponding author is further required to indicate whether the complete chemical structures of the compounds used will be disclosed at the time of presentation at the meeting. The chemical structures are not required to be included at the time of abstract submission; rather, an indication of the intent to disclose any such structures at the time of presentation is required.

The Program Committee will then evaluate the information provided by the corresponding author and determine the acceptability of the proffered paper for presentation. Those who do not intend to disclose chemical structures may have their abstracts rejected for participation; however, a limited number of these abstracts may be accepted for presentation if deemed to be of sufficient scientific merit.

Payment Information: Submission Fee. Each abstract submitted must be accompanied by a $65 abstract submission fee. The submission fee can be paid by credit card or check. The fee is nonrefundable regardless of the final disposition of the abstract.

Abstract Deadline. The deadline for abstract submissions is 11:59 p.m. U.S. ET, Thursday, November 17, 2016. Abstracts submitted after the deadline will not be considered by the Program Committee. No changes may be made to abstracts after the November 17, 2016, deadline.
Note: Submitting an abstract for presentation at the AACR Annual Meeting 2017 does not constitute registration for the meeting. Abstract presenters must register to attend the meeting by using the form enclosed in this publication or by registering online at www.AACR.org/AACR2017.

Late-Breaking Abstract Deadline. The deadline for late-breaking abstracts is 11:59 p.m. U.S. ET, Thursday, January 12, 2017. Abstracts detailing highly significant and timely findings in any area of cancer research that were not available at the time of the regular abstract deadline will be considered for presentation at the Annual Meeting. Only those abstracts that are deemed to be of high scientific priority will be accepted.

A special subcommittee of the Program Committee will evaluate the merit of late-breaking abstracts. Each late-breaking abstract must be sponsored by an AACR member. Abstract submission fees and sponsorship regulations also apply to late-breaking abstracts.

Clinical Trials Abstract Deadline. All abstracts describing clinical trials (including placeholder abstracts) should be submitted as late-breaking abstracts. The deadline for clinical trials abstracts is 11:59 p.m. U.S. ET, Thursday, January 12, 2017. Final data for placeholder abstracts are due Friday, February 10, 2017 (see page 12).

Deadline for Withdrawal of Abstracts. The AACR cannot comply with any request for withdrawal of an abstract that will delay the publication of the Proceedings. However, requests to withdraw abstracts will be accepted through Wednesday, February 1, 2017. Requests to withdraw late-breaking abstracts will be accepted through Friday, February 24, 2017. Withdrawal requests must be sent by email to abstract@aacr.org. Withdrawal requests must include the abstract control number and title as well as an explanation of the reason for withdrawal.

Presentation of Proffered Papers at the AACR Annual Meeting. Every proffered abstract that has been accepted for publication in the Proceedings must have a corresponding presentation at the meeting. Specifically, the author listed as the presenter for an accepted proffered paper must attend the corresponding session to discuss in detail the research outlined in the published abstract, according to the specific guidelines of the session. If, due to unforeseen circumstances, the designated presenter is unavailable to attend the session to present the paper, he or she must contact the AACR Program Development Department to designate a coauthor to serve as the presenter. If no abstract authors are available to present the data, they must withdraw the abstract immediately by contacting the AACR Program Development Department at 215-440-9300 or abstract@aacr.org.
Failure to comply with these regulations pertaining to abstract presentation may result in actions including, but not limited to:

- The withdrawal of the abstract from the session
- The removal of the abstract from the online Proceedings
- The loss of future sponsorship privileges for the sponsor of the abstract
- The loss of future abstract submission/authorship privileges for the presenter of the abstract

Abstract Sponsorship Regulations

1. Each abstract submitted for presentation at the AACR Annual Meeting must be sponsored by an Active, Emeritus, Honorary, Associate, or Affiliate AACR member.

2. An Active, Emeritus, or Honorary member may use his or her sponsorship privilege in one of two ways: (a) to sponsor an abstract for which he or she is listed as an author; or (b) to sponsor a colleague’s abstract on which he or she is not listed as an author.

3. An Associate or Affiliate Member in good standing may sponsor his or her own abstract provided that: (a) he or she is the presenter of the abstract; and (b) an Active, Emeritus, or Honorary Member in good standing endorses the work. By endorsing an abstract, a member does not lose his or her own sponsorship privilege; Active, Emeritus, and Honorary members may endorse an unlimited number of abstracts while still retaining their right to sponsor one abstract.

4. The sponsor must be a member of the AACR in good standing. Membership dues must have been paid through the current year by the time of the submission of the abstract in order for the member to serve as the sponsor of an abstract for the upcoming Annual Meeting. As Honorary and Emeritus members are exempt from the payment of dues, this regulation does not apply to them. Student members are not eligible to sponsor an abstract.

5. Each member of the AACR may sponsor one abstract for the November 17, 2016, regular deadline and one abstract for the January 12, 2017, clinical trial and late-breaking deadline. (Members must have their 2017 dues paid before sponsoring a clinical trial or late-breaking abstract.)

6. Permission to list an AACR member as a sponsor or endorser must be obtained prior to selecting the sponsor/endorser in the Online Abstract Submission System. Individuals listed as sponsors or endorsers of abstracts will receive a confirmation of sponsorship or endorsement via email or fax. Sponsors and endorsers are strongly encouraged to review the confirmation email or fax to ensure that the correct abstract title, author, etc., have been indicated.

7. The sponsor is obligated to ascertain that all authors are aware of and agree to the content of the abstract. Sponsorship of an abstract implies support for the data and the interpretations contained therein.

COMPLIANCE WITH THESE REGULATIONS IS THE RESPONSIBILITY OF THE AUTHORS. Adherence to these rules will be strictly enforced. Violations will result in the rejection of the abstract by the Program Committee.

Membership Application Deadlines for Abstract Sponsorship

Nonmember individuals interested in joining the AACR and sponsoring an abstract must submit an application for membership no later than November 10, 2016. Individuals interested in joining the AACR and sponsoring a late-breaking abstract must submit an application for membership no later than January 6, 2017. Membership questions may be directed to membership@aacr.org.